



California State University, Fresno

Professional Leave Without Pay Application

Applicable Policies:

CBA: Article 13 Probation and Tenure (see 13.6 – 13.8)
 Article 22 Leaves of Absence without Pay (Personal or Professional)

Campus Policy: Policy on Faculty Leaves of Absence (APM 361)

1. Name: _____ Date: _____ ID# _____
2. College or School / Department: _____
3. Mailing Address: _____
 Email Address: _____
4. Date of Appointment: Fall of _____ Spring of _____
5. Years of service (include current year): _____
6. Date of last paid leave (sabbatical or DIP): _____
7. Date of last leave without pay: _____
8. **REQUESTED DURATION OF LEAVE.** Leaves without pay may be granted up to a maximum of one year at a time. I am requesting the following time on leave without pay.
 Academic Year _____ Fall _____ Spring _____
 Other (specify dates) _____
9. **RANK** Lecturer Probationary Tenured
10. **CURRENT TIMEBASE** Full Time Part Time at _____ current appointment wtu
11. **TIMEBASE OF REQUESTED LEAVE**
 Full Time (or 100% leave) Part Time (less than 100% or partial leave)
 Fraction Working _____ Leave Fraction _____
12. Please attach a brief plan for the utilization of the leave.

Individuals who are granted a Professional Leave of Absence without Leave must submit a report of activities to the Provost and Vice President for Academic Affairs with copies to the department chair and dean within ten weeks of the return to duty. The accrual of service credit may be forfeited whenever it is determined that the conditions of the leave were not met.

PLEASE READ, PRINT AND SIGN THE SECOND PAGE

PURPOSE

A Professional Leave Without Pay may be for purposes of research, advanced study, professional development, or other purposes of benefit to the university. Such leaves shall be considered entirely voluntary, and for the purpose of worker’s compensation, the time involved shall not be considered time worked.

SERVICE CREDIT

Whenever otherwise eligible, a faculty member accrues service credit toward probation, sabbatical eligibility, service salary adjustment eligibility and seniority while on Professional Leave Without Pay.

RETIREMENT CREDIT

While on a professional leave without pay, a faculty member is not accruing service credit toward retirement in the Public Employees Retirement System (PERS). Upon return from the leave, a faculty member should contact the Benefits Office for information about buying back service credit.

HEALTH AND OTHER BENEFITS COVERAGE

In order to continue benefits coverage while on leave without pay, arrangements should be made with the University Benefits Officer to continue payments for health insurance, life insurance, organizational dues and other payroll deductions.

NOTIFICATION OF RETURN

An individual on leave without pay shall notify the appropriate administrator no later than April 1 of his/her intention to return to duty at the beginning of the academic year or no later than October 1 of his/her intention to return to duty at the beginning of the spring term.

I understand all the terms and conditions of this leave. By my signature, I agree to adhere to the terms and conditions of the leave as noted in Article 22 (Leaves Without Pay) of the CBA as well as the campus Policy on Faculty Leaves of Absence (APM 361). Furthermore, I attest to the truthfulness and accuracy of my application, including any attachments or documents submitted by me as part of my application.

Should a leave be granted, I understand that this application, including a copy of the leave proposal, and its attachments will be placed in the faculty member’s Open Personnel File five (5) days from the date of the final approval.

Signature of Applicant Date

RECOMMENDATIONS:

Yes No _____
Department Chair Date

Yes No _____
Dean Date

APPROVAL:

Yes No _____
Associate Vice President for Faculty Affairs Date

Submit the original two pages of this form to your Department Chair. The Associate Vice President for Faculty Affairs’ decision will be mailed to Applicant at the address provided on this form, with copies to Department Chair, Dean, and University Human Resources.